NORTH THURSTON PUBLIC SCHOOLS

ADMINISTRATIVE CENTER ◆ 305 COLLEGE STREET NE, LACEY, WASHINGTON 98516-5390
TELEPHONE: (360) 412-4400◆FAX: (360) 412-4410

EXECUTIVE LIMITATIONS MONITORING REPORT

EL -3 FINANCIAL CONDITION

FROM: Troy Oliver, Superintendent
DATE: April 22, 2025

The Financial Condition Policy focuses on the actual, ongoing financial condition of North Thurston Public Schools.

Financial Condition:
Accordingly, the Superintendent shall not cause or allow the development of unreasonable financial risk or a material deviation of actual expenditures from Board Priorities:

Policy Criteria 5: Operate without actively pursuing accounts receivable.

Superintendent/CEO Interpretation:
The district works in collaboration with many partners and entities in Thurston County to provide services and facility rentals to the community, businesses and families and students as a whole. The costs of these services and facility rentals will be actively tracked and billed to the partners to ensure we are recovering any costs.

Superintendent/CEO Evidence Report:
We believe we have met the expectations outlined in Executive Limitations Policy EL-3, Criteria 5.

- The district uses Skyward to track costs associated with services and facility use.
- A fee schedule is approved each year to ensure that we are recovering costs.
- The district uses a billing software system, School Dude, for facility use that collects payment prior to the rental.
- The district invoices monthly for outside transportation costs, local grants, reimbursable salaries and substitute costs, food service catering and other services.
- The customer accounts are reconciled monthly to ensure we are actively collecting on amounts due.
- The district's yearly accountability audit by the State Auditors Office has shown that we are in compliance.

Policy Criteria 7: Allow government ordered payments or reports to be overdue or inaccurately filed.

Superintendent/CEO Interpretation:
The district will have procedures in place to ensure that government claims and reports are filed on-time and accurately.

Superintendent/CEO Evidence Report:
We believe we have met the expectations outlined in Executive Limitations Policy EL-3, Criteria7.

- Grant claims are processed monthly through the state within the prescribed deadline.
- Reconciliation and monitoring reports are prepared prior to submitting claims.
- The district subscribes to OSPI's newsletters and updates to ensure deadlines and new procedures are not missed.
- Our annual financial audit reviews the district's grant claims through apportionment. No issues have been found by the state auditors during our last audit.

Conclusion:
The Superintendent evidence stated above demonstrates that we are in compliance with Executive Limitations Policy 3 – Financial Condition, criteria 5 and 7.